

PUMP MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, supervise and participate in the work with crews engaged in variety of pump operations, repair and maintenance work related to wastewater lift stations, municipal swimming pools, public display fountains, aquarium pump equipment and their related electrical control centers; and to perform a variety of technical and supervisory tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Wastewater Collection System Supervisor.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise and review the work of staff involved in the operation, repair, maintenance and modification of wastewater lift station facilities, public display fountains, municipal swimming pool systems, seawater circulation, filtration, ozonation systems and related electrical systems.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the pump maintenance section; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports and records on operations and activities related to the work;

Read and interpret plans, schematics, blueprints, manuals, pump curves and specifications; designs modification as necessary; occasionally prepare bid specification.

Assist in preparing specifications for Capital Improvement Projects (CIPs); provide technical information; review and coordinate contract documents.

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Oversee and monitor contracts to ensure contract compliance.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications; monitor and control expenditure.

Review and evaluate employee work performance; work with employees to correct deficiencies; participate in the selection of staff; provide or coordinate staff training; implement discipline procedures.

Provide technical assistance to crew members; instructs crew in work procedure and safe work practices, troubleshoots equipment problems; conduct tailgate safety meetings; assists in developing training programs; coordinates work assignments with other divisions;

Assign tasks to individuals at the work site; monitor work in progress at the worksite; direct corrections and modifications as appropriate.

Maintain written and computerized records of work performed and materials used; records as built drawings of modifications.

Coordinating activities with other departments, outside agencies and contractors.

Respond to emergency situations in off hours as necessary.

Review work orders and inspect sites where work is to be performed; estimate time, cost, labor, equipment and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Respond to questions and requests as appropriate; inspects contract work to ensure compliance with specifications; recommends corrective action as necessary; reviews and recommends specifications for contract work.

Monitor work activities to ensure compliance within established policies and procedures; instruct crews on proper work and safety procedures and ensure compliance; conduct safety meetings.

Control of dispensing of chemicals used in pool maintenance and in pump stations.

Operate City vehicles skillfully and safely.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performed related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of equipment, tools and materials used in the operation, adjustment, maintenance and repair of mechanical equipment common to pumping stations and swimming pools rigging principles and techniques.

Telemetry system.

Principles and practices of supervision, training and performance evaluations.

Principles of budget monitoring.

Federal, State, and local codes and regulations related to assignment..

Use and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment related to the work.

Basic mathematical computations.

Safe work methods and safety regulations pertaining to the work, including precautions in handling, storing chlorine and other chemicals and the use of personnel protective equipment.

Confined space entry and use of proper equipment to make a confined space entry.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize, implement and direct pumping station, swimming pool and public fountain equipment operations/activities.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of budget.

Develop and recommend policies and procedures related to assigned operations.

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Reading and interpreting mechanical drawings, plans, schematics, and specifications; making as-built sketches.

Estimating labor and materials for proposed work.

Diagnosing and repairing defects in a variety of mechanical equipment common to pumping stations and swimming pools

Analyzing difficult maintenance and operational problems, evaluating alternatives and adopting effective solutions.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decision within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level experience involving pump maintenance work including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, leadership or a related area.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 30 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write and use keyboard to communicate through written means; lift or carry objects weighing up to 100 pounds; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is performed indoors and out doors; when indoors in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; fieldwork requires working in tightly enclosed spaces with exposure to potentially hazardous condition, substances and material.

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